

CHAPTER 8

CASE UPLOAD

Case Upload

This module demonstrates the Case Upload feature. Case Upload is used in conjunction with Bankruptcy Petition Software to file the ECF package. Please refer to your Bankruptcy Petition Software User Manual for specifics. The ECF package includes the debtor file, the petition file, the creditor matrix and the Chapter 13 Plan if applicable.

Case upload can be used to file Chapter 7 and Chapter 13 cases. This feature cannot be used to file Chapter 11 cases or cases where the debtor chooses to pay the filing fee in installments. Refer to *Opening a New Bankruptcy Case*.

The Petition must be accompanied by a “Declaration Under Penalty of Perjury for Electronic Filing” and a “Statement of Social Security Numbers” in PDF format. Each item will be filed separately using the appropriate event. Both forms are available on the Court’s website.

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen displays.

— Click the [Case Upload](#) hypertext link.

STEP 3 The **Case Upload** screen displays. (See Figure 1)

Figure 1

— Click **[Browse]**, then navigate to the directory where the appropriate *.txt* and *PDF* files are located. Select and associate each file to the appropriate browse line.

— **Debtor.txt** - Created by your software and contains the debtor information found on the two page petition.

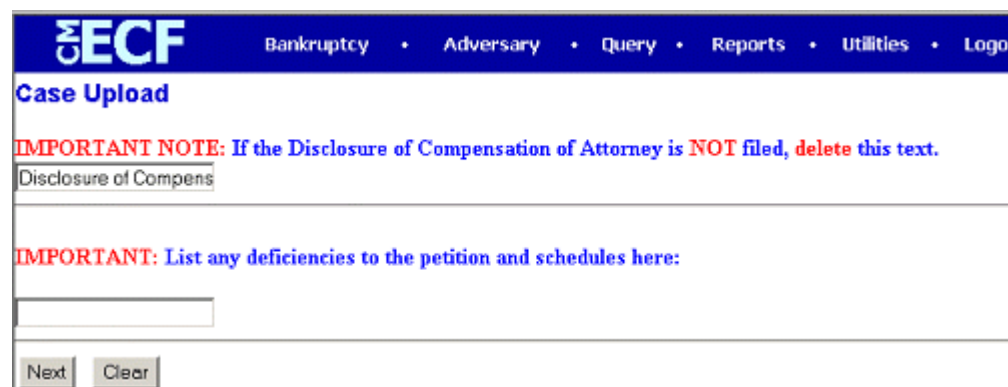
- **Petition.pdf** - Created by your software and contains the voluntary petition package.
- **Creditor.txt** - Created by your software and contains the creditor matrix.
- **Plan.pdf** - Created by your software and contains the Chapter 13 Plan.
- Click **[Next]** to continue.

STEP 4 The **Deficiency** screen displays. (See Figure 2 and 3)



The screenshot shows the ECF Case Upload interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the page title is "Case Upload". A red "IMPORTANT NOTE" states: "If the Disclosure of Compensation of Attorney is NOT filed, delete this text." Below this is a text input field labeled "Disclosure of Compens". Another red "IMPORTANT NOTE" states: "If the Statement of Intentions was NOT filed, delete this text." Below this is a text input field labeled "Statement of Intentions". A third red "IMPORTANT" note states: "List any deficiencies to the petition and schedules here:". Below this is a large text input field. At the bottom are "Next" and "Clear" buttons.

Figure 2 - Chapter 7 Case



This screenshot is identical to the one above, showing the ECF Case Upload interface with the same navigation bar, page title, and important notes. The text input fields are currently empty, and the "Next" and "Clear" buttons are at the bottom.

Figure 3 - Chapter 13 Case

- The first text box automatically notes that the Disclosure of Compensation has been filed. If you have not filed the Disclosure of Compensation, delete the text.
- The second text box in a Chapter 7 case automatically notes that the Statement of Intentions has been filed. If you have not filed the Statement of Intentions, delete the text.
- In the second text box in a Chapter 13 case and the third text box in a Chapter 7 case, type the deficiencies to the petition and schedules (if applicable) using a comma “,” to separate the deficiencies. (i.e.: Schedules A-J and Statement of Financial Affairs).

Note: If the user is filing a Chapter 13 without the plan then the plan must be listed as a deficiency in the text box. All the items listed will be reflected in the docket text. The Court will issue a deficiency notice.

- Click **[Next]** to continue.

STEP 5 The **Filing Fee** screen displays.

- The system will display the full filing fee.
- Click **[Next]** to continue.

STEP 6 The **Electronic Payment** screen displays. (See Figure 4)

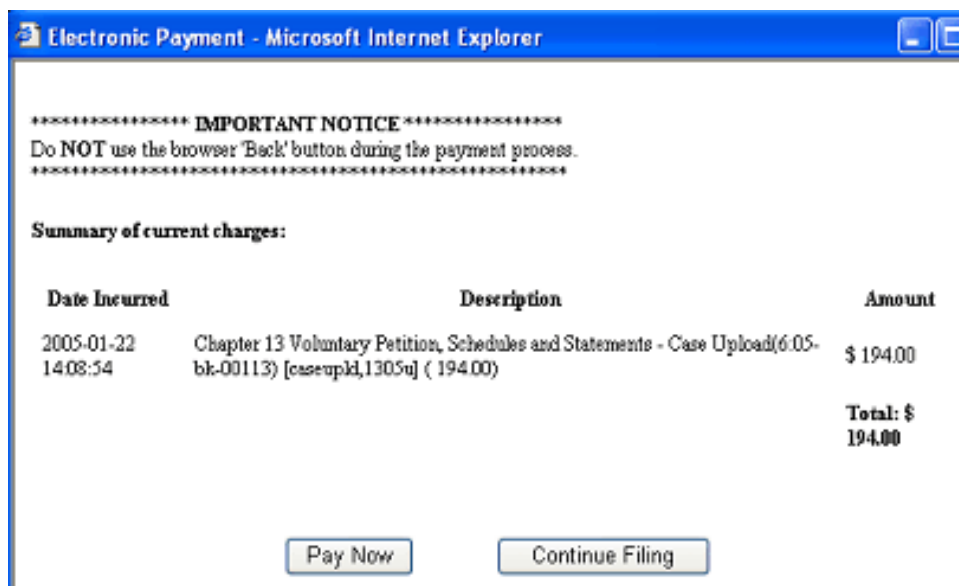


Figure 4

- A summary of current charges appears showing the *date incurred, description and amount*.
- The user has the option to **[Pay Now]** or **[Continue Filing]**. Although the court recommends that you pay as you go, you may pay at the end of each CM/ECF session.

Note: If you receive **ANY** messages/warnings during the payment process, **IMMEDIATELY** contact the help desk in the appropriate division. **DO NOT** make further attempts to pay fees without instruction from the Clerk's office. Also, **DO NOT** use the **BACK** button during the payment process. Failure to take these precautions may cause you to be charged twice for the same fee.

- Select **[Continue Filing]** if you are filing multiple cases and want to submit one payment at the end of each CM/ECF session. (You can also combine other fee-based filings before submitting payment). Proceed to **Step 18**.
- If you select **[Pay Now]** proceed to **Step 7**

STEP 7 The **Payment Information** screen will display. (See Figure 5).

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

Notices & Agreement

Enter Payment Information

Cardholder Name:	Connie Delamater *
Address:	801 N. Florida Avenue *
Address 2:	
City:	
State:	-- OR -- Province / Region / County:
Country:	
(Instead of state, if necessary)	
Zip Code:	33602 *
Card Type:	Visa *
Card Number:	
Security Code:	
Expiration Date:	/ *
Payment Amount:	\$370.00 *

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Continue Quit

Plastic Card Payment Steps

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

Figure 5

- The fields marked with a red asterisk are mandatory fields. Your name, street address and zip code are automatically filled in based on the information in your ECF account. It is not necessary to add your city and state unless you prefer this information to appear in your confirmation receipt.

- Click the card type. The court accepts the following credit cards:

Visa
Master Card
Discover
American Express
Diner's Club

- Enter the credit card number.
- The security code is not required but can be used to provide internal control of your credit card. The transaction will fail if the security code from the back of the card is not entered correctly.
- Select the card's expiration month from the drop down list and enter the expiration year.
- Verify the amount being paid and click **[Continue]**.

STEP 8 The **Payment Summary and Authorization** screen displays. (See Figure 6).**Figure 6**

- Verify information and if acceptable, click the Authorization box.
- If you would like to receive a confirmation e-mail, key in your e-mail address in both fields.

Note: In testing we have found that certain keystrokes, such as hitting the enter key twice, will cause you to receive duplicate confirmation e-mails even though you have only made one payment. Best practice is to click the **[Continue]** and **[Make Payment]** buttons with your mouse.

- Click **[Make Payment]**.

STEP 9 The **Transaction Receipt** screen displays. (See Figure 7).

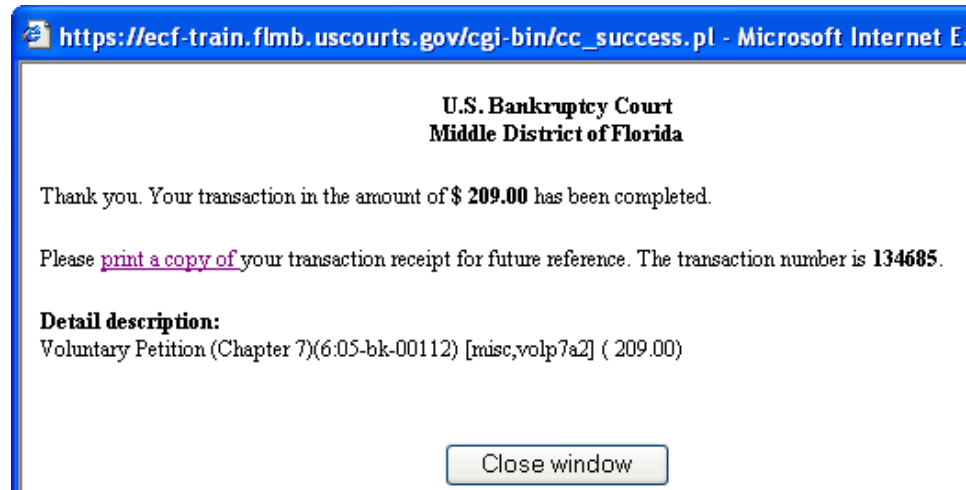


Figure 7

- You can print this screen by clicking on the **[print a copy of](#)** hypertext link to save the transaction for future reference. If you provided your e-mail address, the confirmation e-mail you receive will contain the same information.
- Click **[Close Window]** to continue.

STEP 10 The **Notice of Bankruptcy Case Filing** screen displays. (See Figure 8).

Open New Bankruptcy Case**U.S. Bankruptcy Court****Middle District of Florida****[Notice of Bankruptcy Case Filing](#)**

The following transaction was received from Baker, Christine entered on 1/22/2005 at 10:21 AM EST and filed on 1/22/2005

Case Name: Jack Sparrow

Case Number: [6:05-bk-00:12](#)

Document Number: [1](#)

Docket Text:

Voluntary Petition under Chapter 7. (Verify Fee) Disclosure of Compensation, Statement of Intentions, Schedules A - J, Summary of Assets and Liabilities, and Statement of Financial Affairs, filed by Jack Sparrow. (Baker, Christine)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: F:\MEMO\L Directory\Attorney Training PDF Documents\Petition, Schedules, Statements.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=1021488240 [Date=1/22/2005] [FileNumber=153938-0]

[73a9ee474f3a154b0ff54b229b81d7e57173702134f3e00ffda169f330233b08f803

5b244544c2984e0119ca3d069a44429a9d5fb3ce3b48d55372bfe33a5706]]

6:05-bk-00112 Notice will be electronically mailed to:

Christine Baker Christine_Baker@FLMB.USCOURTS.GOV

6:05-bk-00112 Notice will not be electronically mailed to:**Figure 8**

- Clicking on the **[Notice of Bankruptcy Case Filing](#)** hypertext link will present official certification that the filing has been received electronically by the court. A PACER account is necessary to view this link.
- The assigned case number will appear. The Judge, Trustee and 341 Meeting information will not be immediately available.
- Clicking on the case number hypertext link will present the *Docket Report* for this case. A PACER account is necessary to view this link.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- To print a copy of this notice click the browser **[Print]** icon.

- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.

Note: If your bankruptcy petition software does not automatically upload the *Statement of Social Security Number(s)*, you will need to file it separately. Refer to Chapter 7 for further instruction. In addition, if the electronic signature method was utilized for the debtor(s), a *Declaration Under Penalty of Perjury for Electronic Filing* must be filed. Refer to Chapter 9 for further instruction.